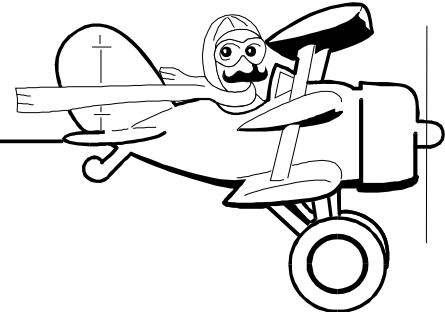


ARE YOU RELOCATING?



THE FOLLOWING INFORMATION IS NEEDED, TO MAKE YOUR MOVE AS SMOOTH AS POSSIBLE.

1. PLEASE SEND A LETTER TO THE FOLLOWING PEOPLE CONCERNING YOUR RELOCATION:

- DESIGN SERVICES / MYRA FULMER/CENTURY CENTER BUILDING B
- INFORMATION SYSTEMS TECHNOLOGY/ E.D. WALKER/CENTURY CENTER BUILDING B

2. THE LETTER SHOULD INCLUDE THE FOLLOWING:

- EXISTING ADDRESS
- PROPOSED ADDRESS
- TENTATIVE MOVING DATE (KEEP IN MIND THIS DATE COULD CHANGE)
- BILLING ACCOUNT CODE (DEPARTMENTAL CODE FOR MONTHLY PHONE BILLING)

3. COMPUTERS:

- EXISTING COMPUTER ID'S AND OTHER PERTINENT INFORMATION
- DO YOU HAVE HICAMS ON YOU COMPUTER? YES OR NO
- DO YOU HAVE ANY CADD EQUIPMENT? YES OR NO

4. PHONE SYSTEM:

- WHAT IS THE NAME OF YOUR EXISTING PHONE SYSTEM? (EXAMPLE: TOSHIBA, MERLIN, ETC.)
- DO WE NEED TO RELOCATE THE EXISTING PHONE SYSTEM? YES OR NO
- WHAT ARE YOUR EXISTING PHONE NUMBERS? (INCLUDE MODEMS AND FAX)
- DOES YOUR NEW LOCATION HAVE VOICE AND DATA CABLING? YES OR NO
- WHO SENDS YOUR MONTHLY PHONE BILL?
(STATE TELECOMMUNICATIONS OR YOUR LOCAL PHONE COMPANY.)

5. **DO YOU REQUIRE A NEW PHONE SYSTEM?**

- HOW MANY PHONES DO YOU NEED? _____
- HOW MANY PHONE LINES DO YOU NEED? _____
- _____
- WHAT ARE YOUR NEEDS PER A PHONE SYSTEM? (INTERCOM, ETC.) _____
- DO YOU HAVE A FAX OR NEED ONE? _____
- IF YOU NEED A NEW PHONE SYSTEM CALL MYRA FULMER AT 919-250-4128 TO DISCUSS OPTIONS.

6. **BUILDING PLANS:**

- ARE YOU UPDATING OR MOVING YOUR OFFICE? _____
- PLEASE SUBMIT EXISTING AND PROPOSED FLOOR PLANS SHOWING THE FOLLOWING:
 - EXISTING AND PROPOSED TELEPHONE LOCATIONS WITH EXTENSION NUMBERS
 - EXISTING AND PROPOSED COMPUTER LOCATIONS WITH ID'S, PRINTERS
 - EXISTING AND PROPOSED FAX LOCATIONS
 - VOICE AND DATA CABLE WILL BE PULLED TO THE SAME JACK, PLEASE SHOW THESE LOCATIONS WITH A SOLID TRIANGLE AND JUST WRITE OUT FAX FOR YOUR FAX LOCATION ON YOUR FLOOR PLANS.
- IF YOU HAVE ANY QUESTIONS CONCERNING THE INFORMATION NEEDED ABOVE PLEASE CALL MYRA FULMER AT 919-250-4128.